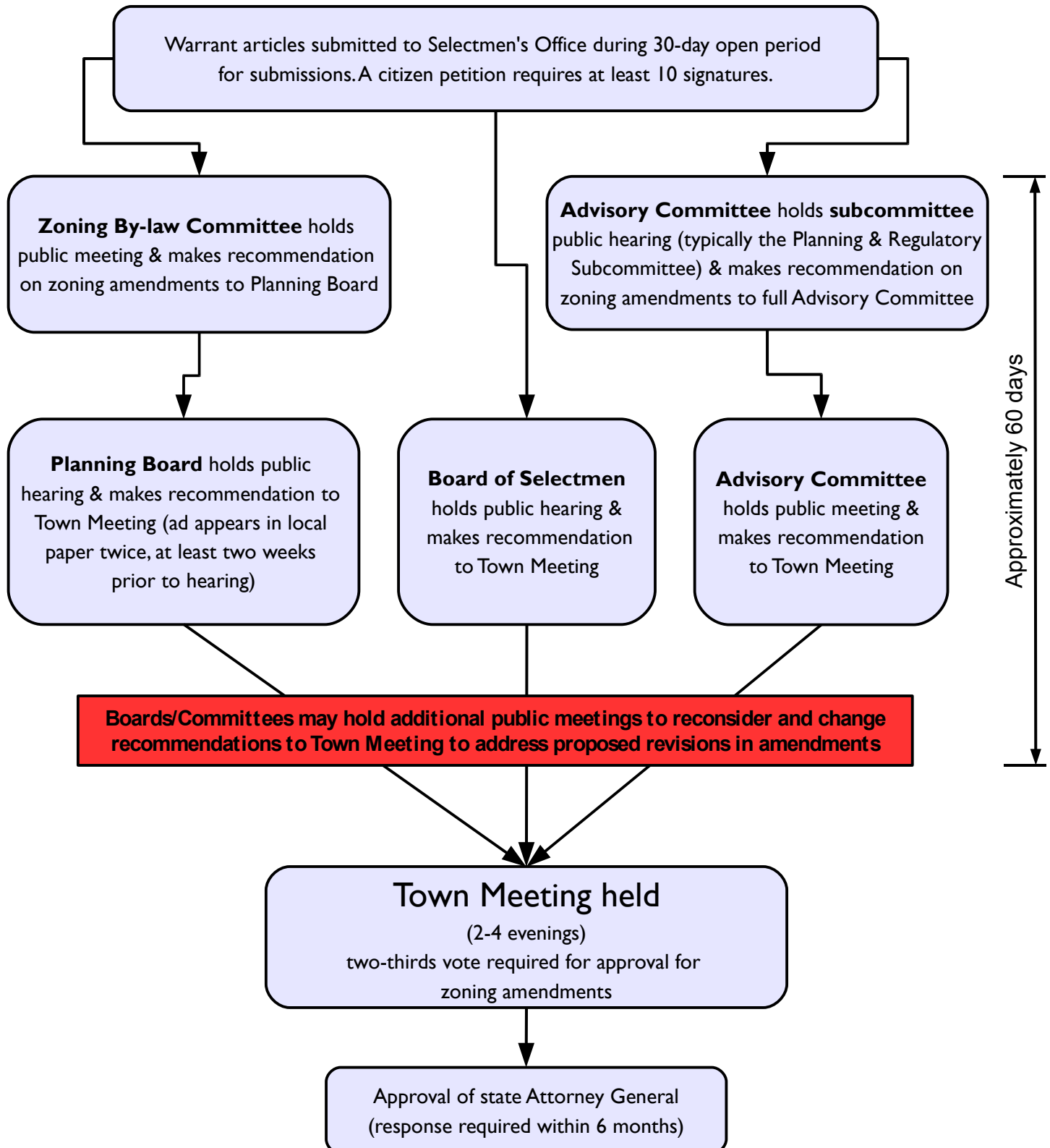


# Town Meeting Process for Zoning Amendments

Prior to the formal Town Meeting process, the Zoning By-law Committee holds public meetings throughout the year to discuss and evaluate potential zoning amendments.

## Formal Process

(last approximately 90 days)



## Quick Notes & Contact Information

### **Contacts for Zoning Amendment Process:**

Planning Board & Zoning By-law Committee: Jeff Levine (jeff\_levine@town.brookline.ma.us) or Polly Selkoe (polly\_selkoe@town.brookline.ma.us), 617-730-2130

Advisory Committee or Subcommittee: Michelle Earley (michelle\_earley@town.brookline.ma.us), 617-730-2115

Board of Selectmen: 617-730-2200

- **Town Meeting is held typically twice a year**, once in May and again in November. The open warrant period usually begins in February for the spring Town Meeting and in August for the fall Town Meeting.
- **Warrant articles must be submitted** to the Selectmen's Office before noon on the day the Warrant closes. Warrant articles submitted by citizens must be accompanied by 10 signatures of Brookline registered voters. It is recommended that proposed amendments be submitted to Town Counsel for prior review to ensure issues of legality or form are addressed.
- **The committees and boards involved in the zoning amendment process may have either public meetings or public hearings.** A public meeting is open to the public, and the committee/board has the discretion whether or not to take public comment. A public hearing is also open to the public, but it is typically advertised in a local paper, and the committee/board must take any public comment offered, subject to reasonable limitations.
- **Property owners affected by proposed zoning amendments, such as the rezoning of a property, will be notified by mail by the Planning & Community Development Department** when the Zoning By-law Committee or Planning Board schedules a meeting or hearing to discuss proposed amendments. Additionally, all Planning Board hearings and proposed zoning amendments are advertised in the local paper, the Brookline TAB. These are the only local government committees or Boards that will contact property owners by mail; meeting schedules and locations for the Board of Selectmen, the Advisory Committee, and Advisory Subcommittee can be found by checking the Town calendar online: [www.brooklinema.gov/Thyme/](http://www.brooklinema.gov/Thyme/), or by contacting Town staff.
- **To obtain more information on proposed amendments** prior to Zoning By-law Committee or Planning Board meetings, contact the Department of Planning and Community Development at 617-730-2130. Prior to Advisory Committee Subcommittee and Advisory Committee meetings, contact Michelle Earley at 617-730-2115 for more information. The Board of Selectmen can be reached at 617-730-2200.
- **For the text of proposed zoning amendments**, visit the "Town Meeting" section of the Town of Brookline's website at [www.brooklinema.gov](http://www.brooklinema.gov). This is also where you can find your precinct Town Meeting Members and contact them to discuss any concerns you may have.
- **If you wish to provide comments on a proposed zoning amendment**, you should contact all five boards/committees, and attend their meetings if possible. Each board/committee will have at least one meeting to review proposed zoning amendments (as well as other proposed warrant articles), and may have follow-up meetings should the language of proposed amendments change.
- **If you would like to speak at Town Meeting** regarding a proposed zoning amendment, you must contact the Town Meeting Moderator ahead of time to be placed on the speakers list, subject to the Moderator's approval. Speakers generally have a maximum of five minutes each to express their concerns or comments. You can obtain the Moderator's contact information by contacting the Town Clerk's Office at 617-730-2010 or by contacting your Town Meeting Members.

***WHEN IN DOUBT, CONTACT THE PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT AT 617-730-2130 WITH YOUR QUESTIONS.***